

ShipsStore

Bulletin



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ESSENTIAL TIPS TO AVOID COMMON USER ERRORS IN ROM II

The following are preventative measures for Sales Officers and record keepers to help avoid some frequent user errors in ROM II. Keep this bulletin with your ROM II Users Guide and Sales and Services Resource CD for future reference. If you have questions concerning these errors or wish more details contact your local fleet assistance team.

- UPC Maintenance impacts accountability. If UPC maintenance is not up-to-date, either the item will not scan or will scan as the wrong item. The potential for operator error is great. **Poor UPC maintenance will distort your inventory!** Store operators must be trained in the importance of notifying the Sales Officer when any item does not scan at the point-of-sale register or scans as the wrong item.
- Verify ALL cash collection records prior to providing the monthly Cash Sales Invoice to disbursing. If you do not, you will have a cash difference, which if not corrected will show on the back of your 153 at the end of the accounting period. The old rules still apply; all 469s must equal the total of the 470 for deposits with disbursing. Sales Officers should also verify the ROM C02 and C03 reports with the 469s. Because ROM II allows you to print the Cash Sales Invoice at any time, **ensure that you do not have any gaps in days between any two 1149s.**
- DO NOT create an inventory sheet for NON-EPOS outlets. The correct procedure for balancing your non-epos outlets is to conduct a count and perform breakbacks to bulk. Then, review your profitability reports and the "back of the 153" report to determine the status of your non-epos outlets.
- DO a DAYBACK prior to confirming inventories. The last step in the end-of-accounting period inventory process is to confirm the bulk and EPOS store inventories after all discrepancies have been researched. The back of the Navcompt Form 153 is not accurate until you confirm your inventories. Inventories cannot be unconfirmed. If you discover that you missed something during your audit, the DAYBACK can then be restored.
- Do not conduct any other breakouts or breakbacks once an inventory has been confirmed. As a final check of inventory posting, add all of your smooth inventory count sheets for the entire operation and compare the dollar value to the total of your B28 report. **These figures must match exactly.** If they do not, notify your local Fleet Assistance Team help desk.

- Do not force your bulk storeroom to have zero discrepancies. Differences in the bulkstoreroom will be offset by differences in another outlet in a financially sound operation. If you move stock or perform breakouts after a bulk inventory has been confirmed, you will distort your closing inventory and your opening inventory for the new accounting period.
- DO NOT REVERSE BREAKBACKS OF NON-EPOS stock at the end of the accounting period. After non-epos breakbacks are confirmed, all inventories have been confirmed, and the NAVCOMPT 153 has been completely verified by the record keeper and Sales Officer, **leave the non-epos items in bulk and perform closeout of the computer.** Non-epos items that were broken back at the end of the accounting period to balance the operation will be the first breakouts in the new accounting period.
- You must wait until the day after you closeout to enter any new accounting period business in ROM II. When you closeout, the system will automatically use the current date as your end-of-accounting period date and the **next** calendar day as the **first day** of the new accounting period.
- Performing a Dayback. At the start of performing a Dayback, some ships get a message at the Backoffice Computer that asks the user the following:

“Save to disk” or “Run from current location”

If you get this message **always select “Run from current location”.**

If “Save to disk” is selected, the Dayback will not save to your disk.

We have a new email account for the Norfolk Fleet Assistance Team ROM II help desk:

ROMSUPPORT@nexcom.hrcoxmail.com

Fleet Assist Team, San Diego email address remains: ROMSUPPORTWEST@aol.com

Fleet Assist Team, Mayport email: fleet_assistance_team-mayport@nexnet.navy.mil

We are updating our address book and we need your email addresses. **Please provide at least 1 email address for your ships store division even if you think we have it.**